



Foreign Affairs Manual Circular

SUBJECT: Organization for Interagency Administrative Matters

No. 172

March 3, 1964

1. Purpose

- a. This circular establishes the organizational basis for positive coordinated Department action on interagency administrative matters by centering primary responsibility in the Deputy Under Secretary of State for Administration. This circular simultaneously delegates that primary responsibility to the Assistant Secretary for Administration and the Bureau of Administration. Provision is included for full consultation for other bureaus and offices of the Department and with chiefs of mission, and for selective redelegations of authority to such bureaus and offices in certain instances.
- b. It should be noted that there has now been established under the leadership of the Deputy Under Secretary for Administration an Expanded Board of the Foreign Service which encompasses representation from all agencies which have personnel overseas. The primary functions of the Board will be to discuss and establish general policies which will govern interagency administrative actions.

2. Aspects of Concern to the Department

- a. Any proposals by Executive Departments and Agencies to carry on or to alter the nature, scope or location of their activities abroad, may have an impact on the conduct of foreign affairs, or constitute an extension of their domestic functions, or both.
- b. In either event the proposed action must be considered by the Department of State in the light of:
 - (1) The situation at the post concerned with respect to its effect on the official U. S. presence abroad; and
 - (2) The availability of administrative facilities to support the proposed activity at a post.

25 YEAR RE-REVIEW

- 2 -

- c. On the question of relating any proposal by another Executive Department or Agency to State's responsibility for the conduct of foreign affairs, an over-all judgment by the appropriate regional bureau is needed, including the views of the ambassador concerned.
- d. In the case of a proposal to carry on a domestic function at an overseas location, a substantive judgment by the appropriate regional bureau concerned is needed as to whether the proposal might, in fact, have a significant foreign affairs aspect, as well as the identification of any possible support problems the proposal might present.
- e. Executive Departments and Agencies are generally aware of these factors and normally act in consonance with them. When initiating proposals for overseas representation, however, other Departments and Agencies have sometimes experienced difficulty due to lack of a recognized central point in the Department of State for prompt coordination, or for special action, when a number of offices are necessarily involved. Conversely, the Department of State is sometimes confronted with actions resulting in overseas representation on which it has not had the opportunity to consider the foreign affairs or administrative support impact.

3. Responsibility of the Assistant Secretary for Administration

- a. The Assistant Secretary of State for Administration is responsible for providing over-all leadership and direction to planning and operational aspects of interagency administration including administrative decision and action on proposals of other Departments and Agencies relative to their overseas representation and the effect on the U. S. Government "presence" abroad.
- b. Acting on behalf of the Assistant Secretary for Administration, the Deputy Assistant Secretary for Management will:
 - (1) Provide a known and readily accessible focal point of contact for other agencies and for other elements of the Department whenever necessary and trouble-shoot special problems, particularly in the sense of identifying and clarifying the nature of the problems and encouraging their effective solution by the appropriate offices with functional or operational responsibility.
 - (2) Evaluate, for the Bureau of Administration, the factors outlined in paragraph 2b(1) and (2) above.

- 3 -

- (3) Review all proposed interagency agreements which relate to the organization, functions, operations, or location abroad of any Executive Department or Agency, and initiate such agreements, as appropriate.
- (4) Advise the Bureau of the Budget on organization, staffing and budget proposals made by other agencies relating to their overseas activities.
- (5) Advise with other offices in "A" and with appropriate regional and functional bureaus on interagency problems of overseas representation in their areas of responsibility which require a coordinated approach.
- (6) Recommend policies, procedures and devices which, from an over-all point of view, improve the Department's capacity to carry forward effective interagency administrative relationships.

4. Interagency Personnel Activities

- a. The Office of Personnel is responsible for all aspects of interagency personnel administration including Career Management Officer contacts and operations, as well as general planning, negotiations and central personnel management.
- b. The Director, Office of Personnel, may in his discretion designate, within such limits as he may establish, functional bureaus or offices to act in a liaison capacity on personnel matters with other agencies with which they maintain substantive relationships.

5. Interagency Budget and Finance Activities

The Office of Budget and Finance is responsible for all aspects of interagency budget and financial management, including negotiations with other agencies, periodic programming of resources, and establishment and maintenance of internal Department procedures to ensure that resources are utilized in accordance with interagency support agreements.

FAMC-172

- 4 -

6. Relationships with Other Department Bureaus and Offices

- a. Establishment of the focal point responsibility outlined herein is not intended to limit existing or necessary future arrangements under which bureaus and offices of the Department consider inter-departmentally substantive issues that may involve overseas representation. On the contrary, other bureaus and offices are expected to carry on vigorous, positive and direct cooperation with other Executive Departments and Agencies in assigned areas of responsibility. They will, however, keep the Deputy Assistant Secretary for Management informed of developments that may relate to his responsibilities.
- b. The offices of the Bureau of Administration shall consult fully with other functional bureaus and offices, and with regional bureaus, on all interagency administrative matters that have a relationship to the substantive responsibilities of such bureaus and offices.
- c. The President and the Secretary have vested in the ambassador full authority and responsibility for all U. S. Government personnel in his country of assignment, except for those in designated military field commands. Accordingly, the ambassador shall be consulted and his views fully considered before any decision is reached to increase or change the overseas representation of any Executive Department or Agency. Nothing in this circular shall be interpreted as, in any way, limiting the authority and responsibility vested in the ambassador.

7. Implementation of this Circular

Existing arrangements for interagency activities will continue as at present until notice is given of changes to be made. Changes will be effected in writing, and only after consultation with the bureau or office now carrying out the interagency administrative function involved.

(OM)

(NOTE: Number of last circular issued: FAMC No. 171.)

Page Denied